

EXHIBITS

Trial exhibits should be delivered either to the Judge's Mailroom, or to the courtroom (W-928) directly, by 4:30 pm the Thursday before trial. Please submit exhibits in three ring binders using numbered tabbed separators or numbered sticky notes to divide each exhibit. Counsel shall provide three sets of all exhibits--one copy shall be provided to opposing counsel, one courtesy copy shall be provided for the Judge, and the original set shall be provided to the Clerk, to be used by both parties at trial.

Plaintiff/Petitioner's trial exhibits shall begin with the number one and numbered consecutively. Defendant/Respondent's trial exhibits shall begin with the number following Plaintiff/Petitioner's last proposed trial exhibit. Additional exhibits presented during trial will be marked and designated by the Clerk. Once an exhibit has been marked by the Clerk, it is officially in her/his custody and part of the record. If an attorney intends to withdraw an exhibit, the attorney must make a motion to withdraw the exhibit on the record in open court.

A copy of the Joint Statement of Evidence must be provided to the Clerk at the time exhibits are submitted. The Joint Statement of Evidence must indicate which party is offering the exhibit and a description of each exhibit, including the date of the document(s) in the exhibit.

For questions regarding exhibits, please contact the Clerk Angie Villalovos via e-mail at angie.villalovos@kingcounty.gov